

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-Mail BrownCountyCountyBoard@co.brown.wi.us



WEEKLY MEETING SCHEDULE June 15-19, 2009

MONDAY, JUNE 15, 2009

- | | | | |
|---|-----------|-------------------|--|
| * | 1:30 p.m. | Solid Waste Board | Materials Recycling Facility
2561 S. Broadway |
| * | 3:00 p.m. | Housing Authority | Room 604, City Hall
100 N. Jefferson Street |

TUESDAY, JUNE 16, 2009

- | | | | |
|---|-----------|--|--|
| * | 3:30 p.m. | Homeless Issues & Affordable Housing Subcmte | NeighborWorks
437 S. Jackson Street |
|---|-----------|--|--|

WEDNESDAY, JUNE 17, 2009

- | | | | |
|---|-----------|-----------------------------|---|
| * | 6:30 p.m. | Special Executive Committee | Room 210, City Hall
100 N. Jefferson Street |
| * | 7:00 p.m. | Board of Supervisors | Legislative Room 203
100 N. Jefferson Street |

THURSDAY, JUNE 18, 2009

- | | | | |
|---|-----------|-------------------------------------|--|
| * | 5:15 p.m. | Human Services Board | Family Services
Kress Residential Facility
3430 Spirit Way |
| * | 5:15 p.m. | Facilities Master Plan Subcommittee | Rm 201, Northern Building
305 E. Walnut Street |
| * | 6:00 p.m. | Library Board | Weyers-Hilliard Library
2680 Riverview Drive |

FRIDAY, JUNE 19, 2009

(No Meetings)

***Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

"PUBLIC NOTICE OF MEETING"

**PURSUANT TO SECTION 19.84 WIS. STATS., NOTICE IS HEREBY GIVEN TO
THE PUBLIC THAT THE FOLLOWING MEETINGS WILL BE HELD THE WEEK
OF JUNE 15-19, 2009.**

PORT AND SOLID WASTE DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

CHARLES J. LARSCHIED

PORT AND SOLID WASTE DIRECTOR

- PUBLIC NOTICE -

BROWN COUNTY SOLID WASTE BOARD

MONDAY - JUNE 15, 2009

1:30 p.m. at the Materials Recycling Facility
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – Meeting Minutes April 27, 2009
5. Single Stream Recycling
 - a) Direct Haul to BOW Single Stream MRF Charge – Request for Approval
 - b) BOW Single Stream MRF Grand Opening & Open House
 - c) BOW Single Stream MRF Staffing
6. 2010 Port & Solid Waste Budget Preview
 - a) State of WI Solid Waste Fee Increases
 - b) Brown County Waste Disposal Tipping Fees
 - c) Brown County Budget
7. Gas-To-Energy Facility
 - a) O&M Contract
 - b) Operational Issues
8. Waste Transfer Station Operation & Hauling Contract
9. Director's Report
10. Such Other Matters as Authorized by Law
11. Adjourn

Charles J. Larscheid
Port & Solid Waste Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Solid Waste Department at 492-4961, two (2) working days before the meeting, so that arrangements can be made.

Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, June 15, 2009
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS: Darlene Hallet -Chair, Michael Welch -Vice Chair, Tom Diedrick, Paul Kendle, Rich Aicher

APPROVAL OF MINUTES:

1. Approval of the minutes from the May 18, 2009, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

None.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program.
 - A. Preliminary Applications
 - B. Housing Assistance Payments
 - C. Housing Assistance Unit Count
 - D. Housing Quality Standard Inspection Compliance
 - E. Housing Choice Voucher Administrative Costs and HUD 52681B
 - F. SEMAP Monitoring Report
 - G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
 - H. Report on the Housing Choice Voucher Home Ownership Option.
3. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

OLD BUSINESS:

None.

NEW BUSINESS:

4. Request for Funds to revise and reprint the Neighborhood Guide in the amount not to exceed \$10,000.

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

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**HOMELESS ISSUES & AFFORDABLE
HOUSING SUBCOMMITTEE**

Tuesday, June 16, 2009

3:30 p.m.

NeighborWorks

437 S. Jackson Street

1. Call meeting to order.
2. Approve/modify agenda.
3. Approve/modify minutes of March 17, 2009.
4. Broadsheet preparation and approval.
5. Such other matters as authorized by law.

Noel S. Halvorsen, Interim Chair

Please take notice it is possible additional members of the Board of Supervisor may attend this meeting, resulting in a majority or quorum of the Board of Supervisor. This may constitute a meeting of the Board of Supervisors for purposes of information gathering.

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

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EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima, Vice Chair

Bernie Erickson, Tom Lund, Andy Nicholson

Patrick Evans, John Vander Leest

SPECIAL **EXECUTIVE COMMITTEE**

Wednesday, June 17, 2009

6:30 p.m.

Room 210, City Hall

100 North Jefferson Street

- I. Call meeting to order.
- II. Approve/modify agenda.
 1. Resolution re: To Support Brown County Voluntary Unpaid Leave Program for 2009.
 2. A closed session pursuant to 19.85(1)(c) of the Wisconsin Statutes for the purposes of considering employment, promotion, compensation or performance data regarding a public employee (Diane Pivonka).
 3. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

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BOARD OF SUPERVISORS

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P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4013 FAX (920) 448-6221

E-mail bc_county_board@co.brown.wi.us

GUY ZIMA, CHAIR

MARY SCRAY, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, June 17, 2009 @ 7:00p.m.**, in Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

***** REVISED *****

1. **Adoption of Agenda.**
2. **District #22 Seat**
 - a) **Commendation Presentation to Supervisor Rich Langan.**
 - b) **Appointment of Patrick W. Moynihan Jr., to fill the Seat of County Board Supervisor, District #22.**
3. **Comments from the Public regarding agenda items only.**
4. **Approval of minutes of May 20, 2009.**
5. **Announcements of Supervisors.**
6. **Communications: (None)**
 - a) **Late Communications:**
7. **Appointments by County Executive:**
 - a) **Appointment of La Tisha Vanden Bush to Human Services Board.**
8. **Reports by:**
 - a) **County Executive.**
 - b) **Board Chairman.**
9. **Other Reports: (None)**

10. **Standing Committee Reports:**

- a) Report of Administration Committee of May 28, 2009.
- b) Report of Education & Recreation Committee of June 4, 2009.
- c) Report of Executive Committee of June 8, 2009.
 - i) Report (draft) of Special Executive Committee of June 17, 2009.
- d) Report of Human Services Committee of May 27, 2009.
- e) Report of Planning, Development & Transportation Committee of May 26, 2009
 - i) Report of Land Conservation Sub Committee of May 26, 2009.
- f) Report of Public Safety Committee of June 3, 2009.

11. **Resolutions, Ordinances:**

Administration Committee

- a) Resolution re: Opposition to U.S. Senate Bill 149 the "Weekend Voting Act".
(*Motion at committee was: To approve opposition to U.S. Senate Bill 149, "Weekend Voting Act."*)

Executive Committee

- b) Resolution re: Establishing a Maximum Rate Assessed Against Municipalities for Contributions to the Wisconsin Retirement System. (*Referred from May County Board.*)

Executive Committee/Human Services Committee

- c) Resolution re: Change in Table of Organization Human Services. (*Motion at committee was: To approve.*)
- d) Resolution re: To Support Brown County Voluntary Unpaid Leave Program for 2009. (***Pending approval of Special Executive Committee on June 17, 2009***)

Planning Development & Transportation Committee

- e) Resolution re: Brown County to Withdraw from the Jurisdiction of the Bay Lake Regional Planning Commission. (*Motion at committee was: To adopt the Resolution for Brown County to withdraw from Bay-Lakes Regional Planning Commission. Ayes: 4; Nays: 1; Motion passed.*)

12. **A closed session** pursuant to 19.85(1)(e) of the Wisconsin Statutes regarding the deliberation or negotiation of the purchase public properties whenever competitive or bargaining reasons require a closed session (Sheriff's building.)

13. **Such other matters as authorized by law.**

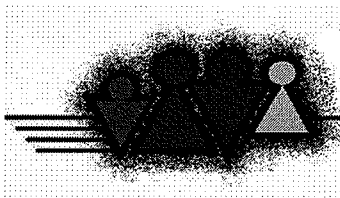
14. **Bills over \$5,000 for period ending May 31, 2009.**
15. **Closing Roll Call.**
16. **Adjournment to Wednesday, July 22, 2009 at 7:00 p.m., Legislative Room #203, City Hall, 100 North Jefferson Street, Green Bay, Wisconsin.**

Submitted by:

Guy Zima
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda.

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Human Services Department

Thomas D. Eggebrecht, Interim Executive Director

111 N. Jefferson Street, Green Bay, WI 54301

Phone: (920) 448-6001, Fax: (920) 448-6126; E-Mail: Eggebrecht_TD@co.brown.wi.us

MEETING OF THE HUMAN SERVICES BOARD

Thursday, June 18, 2009

FAMILY SERVICES KRESS RESIDENTIAL FACILITY

3430 SPIRIT WAY, GREEN BAY, WI, 54304 5:15 P.M.

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of May 21, 2009 Human Services Board Meeting.
4. Drug Court Grant Application Review.
5. Family Care Update.
6. Community Treatment Center Update.
7. Financial Report.
8. Bellin Hospital Statistical Update.
9. Mental Health Center Statistical Update.
10. Contract Update.
11. Director's Report.
12. Any Other Matters.
13. Family Services Residential Overview and Tour.
14. Adjourn Business Meeting.

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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FACILITY MASTER PLAN COMMITTEE

Adam Warpinski , Chair
Carole Andrews, Vice Chair
Jack Krueger, Mike Fleck, Pat Wetzel

FACILITY MASTER PLAN SUBCOMMITTEE

Thursday, June 18, 2009 @ 5:15 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

*****REVISED*****

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of May 21, 2009.
4. Communication from Supervisor Clancy re: To have the Public Safety Committee and the Facility Master Plan Committee to explore the feasibility of requesting bids for 24,000 sq. ft. building and a 48,000 sq. ft. building to be located on the County Property at the Mental Health Site. This should have the following specs: 6" concrete floor with in-floor heating; 16 ft. side walls and fully insulated. That would give us a basic cost to house all Sheriff, Drug, Emergency Bomb Squad & Impound vehicles (referred from June Public Safety).
5. Review of Department Space Needs Assessment Interview Summaries.
6. Report on the Efforts and Progress of the Energy Oversight Committee.
7. Discussion Regarding Other Projects for Brown County Relating to Facility and Space Needs.
8. Such Other Matters as Authorized by Law.

Adam Warpinski, Chair

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LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400 Ext. 351
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

BROWN COUNTY LIBRARY BOARD

NOTE LOCATION:

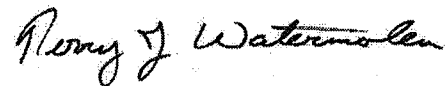
Weyers-Hilliard Library
2680 Riverview Drive, Green Bay

Thursday, June 18, 2009

6:00 p.m.

AGENDA

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Facilities Report
5. OWLSnet
6. Accountant's report
 - a. Financial report
 - b. Acceptance of gifts, grants and donations
7. Budget
 - a. Approval of Performance Measures; Mission Statement; Program Descriptions; and Capital Outlay
 - b. Capital bonding
8. Late opening on Friday, 9/25/09 for the purposes of an ALL-STAFF workshop
9. Nicolet Federated Library System
 - a. Monthly update
10. President's report
11. Director's report
12. Closed session pursuant to Section 19.85 (1)(b) WI Statutes, for the purpose of consideration of dismissal, demotion, discipline, or licensing of a public employee – discuss discipline of library employee.
13. Such other matters as are authorized by law
14. Adjournment





Terry Watermolen
President

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed on this agenda.

Have you considered remembering the Friends of the Brown County Library in your will or estate?



JUNE 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5pm	Ed & Rec Approx 5:45pm (tour 5:15pm)		
	1	2	3	4	5	6
7	Executive Cmte 6pm	Vets' Recognition 5:15pm				
	8	9	10	11	12	13
Flag Day 		Homeless 3:30pm	Spc Exec 6:30pm Board of Supervisors 7pm	Facility Master Plan SubCmte 5:15pm		
14	15	16	17	18	19	20
Father's Day 	Plan Develop & Trans 5:30pm	Criminal Justice Coord Bd 3:30pm	Human Svc Cmte 6pm	Administration Cmte 5:30pm		
21	22	23	24	25	26	27
28	29	30				



JULY 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5pm	Ed & Rec 5:30pm		 4th of July
			1	2	3	4
5	Executive Cmte 6pm					
6		7	8	9	10	11
12		Vets' Recognition 5:15pm	EMS 1:30pm Board of Supervisors 7pm	Facility Master Plan SubCmte 5:15pm		
13		14	15	16	17	18
19		Homeless 3:30pm	Human Svc Cmte 6pm	Administration Cmte 5:30pm		
20		21	22	23	24	25
26	Land Con 7pm Plan Develop & Trans 7:30pm	Criminal Justice Coord Bd 3:30pm				
27		28	29	30	31	

TABLE OF CONTENTS

COMMITTEE MINUTES

- Aging & Disability Resource Center (May 28,2009)
- Chapter 21 Subdivision Ordinance Revision Subcommittee Board of Directors (May 28,2009)
- Harbor Commission (May 11, 2009)
- Transportation Coordinating Committee (March 9, 2009)
- Transportation Coordinating Committee (June 8, 2009)

**A copy of the minutes are located on the Brown County website under
http://www.co.brown.wi.us/minutes_and_agendas/**

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

May 28, 2009

PRESENT: Tom Diedrick, Patricia Finder-Stone, Keith Pamperin, Pat Cochran
Grace Aanonsen, Bill Clancy, Steve Daniels, Judy Parrish, Libbie Miller

EXCUSED: Donajane Brasch, Warren Skenadore

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Debra Bowers, Denise Misovec,
Jennifer Nelson, Devon Christianson, Barb Michaels, Dr. Donarski

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Miller and seconded by Ms. Finder-Stone to adopt the April 23, 2009 agenda. **MOTION CARRIED.**

INTRODUCTIONS were made.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF April 23, 2009:

Ms Miller moved and Ms. Parrish seconded to approve the minutes of the regular meeting of April 23, 2009. **MOTION CARRIED.**

FINANCIAL REPORT:

A. REVIEW AND APPROVAL OF THE APRIL, 2009 REPORT: Ms. Archambault reported that everything appears to be on target. She noted that the \$150,708.49 of expense under Fiscal Agent reflect a return of the advance we had received from Human Services to cover payroll when we provided fiscal agent services. Now that we are no longer the fiscal agent, these dollars were returned. Under revenues she reported that we should be receiving the Title III dollars shortly and there are no major concerns.

Sup. Clancy moved and Ms. Cochran seconded to approve the April 2009 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: There were no restricted donations.

C. REQUEST FROM N.E.W. CURATIVE FOR \$1,000 FOR VAN REPAIR:

Ms. Archambault directed board members to the correspondence included in the board packet. N.E.W. Curative Rehabilitation, Inc. is requesting \$1,000 to meet an insurance deductible for damages to a Red Cross Van that was involved in an accident.

Ms. Archambault recommended these dollars be taken out of the 85.21 Transportation dollars.

Ms. Finder-Stone moved and Ms. Cochran seconded to approve giving N.E.W. Curative \$1,000 from the 85.21 Transportation Account. **MOTION CARRIED.**

REPORT ON PREVENTION GRANT ACTIVITIES: Barb Michaels, Project Coordinator for the ADRC's Falls Prevention Program, presented an overview of the prevention programs. In 2006-2007 we received a prevention grant of \$94,268 to implement "Stepping On" and "Living Well with Chronic Conditions", two evidence-based programs implemented in Brown and

Kewaunee Counties. "Stepping On" is a 7-week falls prevention workshop that offers mutual support, provides information about the many aspects of falls prevention, introduces simple exercises designed to improve balance and teaches strategies to prevent falls. "Living Well with Chronic Conditions" is a 6-week workshop designed to help participants find and support practical ways to deal with pain and fatigue, discover better nutrition and exercise choices, understand how to evaluate new treatment choices, and learn better ways to talk with your doctor and family about your health. During 2006-2007 a local advisory committee was established with 17 committee members representing all four health centers. During this time, 16 workshops plus 8 follow-up booster classes were held serving 204 participants, 38 facilitators were recruited and trained, and 18+ expert/facilitator partnerships were established.

A second prevention grant of \$223,178 was received for the period of April 2008 thru December 2009 for Brown and Kewaunee Counties. These dollars were used to increase the capacity for "Stepping On" and "Living Well with Chronic Conditions", to introduce "Sure Step", a program for in-home falls assessment, and "Keep Stepping", an 8-week exercise program offered at NWTC for those who have completed Sure Step. Through May of 2009:

- 215 people have participated in Living Well and Stepping On (75% of our goal)
- 47 people have participated in Sure Step (98% of our goal)
- 41 people will complete Keep Stepping (68% of our goal)

In addition, we have recruited, trained and maintained a pool of 10 Living Well facilitators and 21 Stepping On facilitators.

Ms. Archambault reported that there will be no prevention grant next year to support these programs. A minimum budget of \$22,899 is projected in order to provide 4 sessions each of Living Well with Chronic Conditions and Stepping On in 2010. She noted that the Coordinator's position is essential to the success of these programs. We will be looking at the possibility of finding other funding sources/partnerships to continue these programs in 2010.

DISCUSSION RE: SEMINAR ON CRIMES AGAINST THE ELDERLY: Mr. Daniels stated that there is a possibility of partnering with Allouez Deputy John Flannery to present a seminar on *Crimes Against the Elderly*. At this time subjects such as scams and violence against the elderly are being considered. Mr. Daniels was inquiring if this would be something the board feels would be beneficial and would support. It was the consensus that the board would support this project.

REVIEW/ OF COUNTY BUDGET TIMETABLE: Ms. Archambault referred board members to the 2010 Administration Budget Workplan included in the board packet. She reviewed the deadlines for the submission of equipment price requests to Purchasing, and the deadline for SWOT forms. She noted that Budget Packets will be distributed on July 7th and she will be required to submit our budget to Administration on July 17th. With this timeline in place Mrs. Archambault noted that the ADRC Board will be reviewing a preliminary budget at our June meeting.

REVIEW/ OF SWOT ANALYSIS: Ms. Archambault explained that as part of the budget process, departments are asked to complete a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis. This year, we have been asked to pick the top three priorities in each category and describe how we could either capitalize or counteract them. In addition, action steps were required in each area. She noted that staff were involved in this process and had identified the following as priorities:

Strengths:

1. Our Mission & Culture - Board of Directors commitment and support of staff reflect the mission of the ADRC, creating a positive place to work, high staff morale and statewide reputation as a model organization.
2. The ADRC staff are high achievers and respond positively to the challenges, constant change, and complexities they face in meeting federal and state requirements while maintaining their commitment to providing quality services to the consumer.
3. The ADRC facility has a warm and welcoming environment that fosters consumer confidence and enhances consumer knowledge of community resources.

Weaknesses:

1. Lack of space.
2. IT/IS - Lack of electronic documentation management system; databases required by state not user-friendly.
3. Parking - Consumers' number one complaint regarding ADRC.

Opportunities:

1. Family Care - ADRC will be the entry-way into publicly funded long-term care services when Family Care is available in Brown County.
2. Regionalization.
3. Community Partners and Collaboration.

Threats

1. The economy and its impact on national, state, and county services for older consumers and other adults with disabilities.
2. Regionalization.
3. Lack of clarity regarding scope of services ADRCs provide in the areas of mental health and AODA.

Ms. Archambault noted that the SWOT forms are due to Administration on Monday, June 1st.

DIRECTOR'S REPORT: Ms. Archambault distributed a copy of the amended by-laws that were approved at last months meeting.

ELECTION OF OFFICERS:

- A. Chairperson:** At this time Chairperson Diedrick stepped down and Ms. Parrish, Chairperson of the Nominating Committee, took the floor. Ms. Parrish presented Mr. Diedrick as the nominee for Chairperson. She asked three times if there were any other nominees from the floor. There were no other nominees. Mr. Pamperin moved and Ms. Finder-Stone seconded to cast a unanimous ballot to elect Mr. Diedrick as Chairperson. **MOTION CARRIED.**
- B. Vice-Chairperson:** Mr. Diedrick resumed his position as Chairperson. Ms. Parrish presented Mr. Pamperin as the nominee for Vice-Chairperson. Mr. Diedrick asked three times if there were any other nominees from the floor. There were no other nominees. Ms. Finder-Stone moved and Sup. Clancy seconded to cast a unanimous ballot to elect Mr. Pamperin as Vice-Chairperson. **MOTION CARRIED.**

- C. Secretary:** Ms. Parrish was the nominee for Secretary. Mr. Diedrick asked three times if there were any other nominees from the floor. There were no other nominees. Ms. Finder-Stone moved and Ms. Cochran seconded to cast a unanimous ballot to elect Ms. Parrish as Secretary. **MOTION CARRIED.**
- D. Treasurer:** Ms. Parrish presented Ms. Cochran as the nominee for Treasurer. Mr. Diedrick asked three times if there were any other nominees. There were no other nominees from the floor. Mr. Pamperin moved and Ms. Finder-Stone seconded to cast a unanimous ballot to elect Ms. Cochran as Treasurer. **MOTION CARRIED.**


ANNOUNCEMENTS: Mr. Diedrick announced that *Options* for Independent Living is hosting an open house today from 11:00 a.m. to 6:00 p.m. at 555 Country Club Road Green Bay, WI. Highly trained staff will be available to answer questions on benefits, housing, adapted equipment, remodeling or any other disability related issue you may have.

NEXT MEETING DATE – JUNE 25, 2009: The next ADRC Board of Director's Meeting will be held on Thursday, June 25, 2009.

DISCUSSION OF JULY MEETING DATE: With our budget due on July 17th, Mr. Diedrick suggested the Board meet earlier than the 4th Thursday in July in order to finalize the 2010 budget. The board, by consensus, decided to meet on Wednesday, July 15th, at 8:30 a.m.

ADJOURN: Ms. Finder-Stone moved to adjourn and Ms. Parrish seconded. **MOTION CARRIED.** The meeting adjourned at 9:45 a.m.

Respectfully submitted,



Arlene Westphal, Secretary

MINUTES
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
CHAPTER 21 SUBDIVISIONS ORDINANCE REVISION SUBCOMMITTEE

Thursday, May 28, 2009
Sophie Beaumont Building
111 N. Jefferson St., Conference Room B (Room E7)
Green Bay, WI
3:00 p.m.

ROLL CALL:

Michael Soletski	<u>X</u>	Dennis Reim	<u>X</u>
Bill Bosiacki	<u>X</u>	Graham Callis	<u>X</u>
David Chrouser	<u>X</u>	Norb Dantine	<u>X</u>
Pat Ford	<u>Exc.</u>	Pat Kaster	<u>X</u>
Chuck Lamine	<u>X</u>	Jon Motquin	<u>X</u>
Michael Vande Hei	<u>X</u>	Andrew Vissers	<u>X</u>
Jim Wallen	<u>X</u>		

1. Introductions.

The meeting was called to order by M. Soletski at 3:08 p.m.

John Luetscher introduced himself to the committee. He indicated he is the Corporation Counsel for Brown County. He will be attending the meetings so that he is aware of all proposed changes and can ensure the legal appropriateness of the changes prior to forwarding the proposed changes to the County Board.

C. Lamine indicated that J. Motquin had met with Corporation Counsel to ensure that ordinance language is currently in compliance with Wis. Stats. 236, other applicable Wisconsin Statutes, and all applicable Wisconsin Administrative Codes. J. Motquin will continue to meet with Corporation Counsel as needed to review all proposed changes prior to forwarding the draft ordinance to the Planning Commission Board of Directors; Planning, Development, and Transportation Committee; and the County Board for approval.

2. Verification of public meeting notice.

J. Motquin indicated that all agendas are being sent out with the County Board weekly meeting notifications. All future meetings will be noticed by the County Board office staff.

3. Approval of the minutes of the April 30, 2009, meeting.

A motion was made by D. Reim, seconded by B. Bosiacki, to approve the minutes as presented. Motion carried unanimously.

4. Review and action regarding the draft of proposed revisions to the Brown County Subdivision Ordinance (Chapter 21 of the Brown County Code).

a. Land division applicability - 40 acre parcel size (s. 21.04)

M. Soletski provided a summary of the discussion from the last meeting. The group discussed the pros and cons of amending the ordinance. The pros included uniform regulations, improved ESA oversight, increased local review of both subdivision and zoning issues, and increased knowledge of building limitations for current and future landowners. The cons include increased surveying workload for surveyors, increased costs for environmental review, increased review for stormwater management, and overall increased costs to landowners.

J. Motquin distributed a map detailing the sewer service areas in Brown County. He also distributed a second map that indicated which local municipalities in Brown County currently have adopted subdivision ordinances requiring all land divisions under 40 acres be reviewed, had provided written support of Brown County adopting the 40 acre review requirement, or would be taking formal board action to demonstrate support for having Brown County adopt the 40 acre review requirement. He indicated that he received negative responses from only Glenmore.

M. Vande Hei indicated that he had questions on how many towns had actually given support. He had not heard about this in Lawrence.

J. Motquin indicated the towns of Holland, Lawrence, New Denmark, and Scott had sent written support for requiring CSMs for land divisions 40 acres and less. The towns of Ledgeview and Rockland and the village of Denmark have adopted subdivision ordinances already requiring CSMs for all land divisions 40 acres or less.

J. Wallen indicated that both Outagamie County and Oconto County were currently requiring a CSM for all land divisions and that their staff had indicated it had been working efficiently.

C. Lamine indicated that the Morrison Zoning Administrator had indicated that they limit the number of lot splits within their community and so it appears that increasing the land division review threshold would be appreciated by a majority of the local municipalities. The town of Glenmore residents may not be impacted as an average of 10 or fewer CSMs are reviewed in Glenmore annually. He also indicated that the change would benefit local zoning review.

D. Reim questioned how many municipalities currently required CSMs for land divisions 40 acres or less.

J. Motquin indicated that all communities within the sewer service area presently are required to have CSMs for all land divisions 40 acres or under. He also indicated that the towns of Ledgeview and Rockland have this requirement in their subdivision ordinances. The village of Denmark also has this requirement.

G. Callis indicated that the village of Suamico had proposed this idea, but it opted to postpone this change to see what would happen in the Brown County subdivision code update process.

G. Callis and A. Vissers indicated that it is common for parcels between 10 and 40 acres created by a warranty deed to be non-compliant with local zoning because the division occurs without local review. It would be beneficial to local communities to have more review power.

N. Dantine indicated that the town of Humboldt would not favor changing the current ordinance.

N. Dantine indicated that requiring an entire 40 acre parcel to be surveyed would encumber local landowners from giving their children a two acre parcel to build a home. The increased fees would be cost-prohibitive for rural land. He indicated that several towns in Brown County have farmland preservation ordinances which would make this a moot point.

M. Soletski indicated that he was against requiring a 40 acre or less requirement because it would increase surveyor costs significantly as well as make land subdivision cost-prohibitive for individual landowners. He hypothesized that costs to the consumer would triple or quadruple. The additional environmental review, such as wetland delineations, and extra research and field time involved in setting pins was just the beginning. He also indicated that a farmer would lose a great deal of land due to road dedications if the remnant land had to be included.

D. Reim concurred with M. Soletski. He indicated that research time on researching deeds and other legal documents would be time consuming and increase costs.

M. Soletski stated that he felt a CSM should be filed for all land divisions 10 acres or less and a plat of survey for the remaining 30 acres of the parent parcel. He proposed that the local municipality and county could "sign off" on the plat of survey.

D. Chrouser indicated that to better reflect the intent, he proposed writing the ordinance to "require a CSM for any land division." He also indicated that creating both a CSM and plat of survey as M. Soletski indicated may be more costly for surveyors and their clients. It will take extra technical staff time to create a second map for the plat of survey. He would prefer to make only one map as part of the CSM as that would be more cost-effective.

N. Dantine and M. Soletski indicated that they felt the towns were already doing a sufficient job in enforcing the local ordinances and ensuring that nonconforming parcels were not created. Area development plans (ADPs) were required to provide insight on how landowners intended to subdivide larger tracts of land. ADPs are adequate tools to ensure that land is developed in an orderly manner.

J. Motquin indicated that ADPs are a useful tool to plan development but only official maps are statutorily binding to require the dedication of street right-of-

ways. He also provided examples of several recent CSMs which resulted in the creation of nonconforming parent parcels which exceeded 10 acres.

C. Lamine reminded everyone that Brown County staff can only enforce county ordinances. Most local zoning ordinances are updated with no communication of that action to Brown County. If communication lines were increased, the review process would be more effective.

C. Lamine indicated that the major concerns for Brown County were that development occurred in an orderly fashion and a thorough environmental review be completed prior to building. Brown County wishes to remain proactive in informing both current and future landowners of all limitations. He indicated that it is even more important to identify for future landowners since they have not typically been involved in the subdivision process and so have not been informed of regulatory limitations. He suggested that we identify a buildable area on larger lots so that landowners know where exactly to build. If the current or future landowners wished to build outside this area, a full detailed environmental review would be required.

J. Wallen indicated that a plat of survey is a map to identify parcel boundaries and descriptions, but a deed is required to effect recordation of a lot. Thus, a CSM is needed to legally record a land division. A plat of survey can be used for creating parcels over 10 acres in size or for describing lands to be exchanged between adjacent landowners. He also stated that he feels that the purpose of a subdivision ordinance is to protect the public good. He encouraged the committee to emphasize updating the County Subdivision Ordinance more from the perspective of local municipal enforcement and to a lesser degree from how individual landowners would be affected. This would increase government responsibility.

M. Soletski indicated that it would be best to review the proposed 40 acre requirement with respect to how this would work by reviewing specific language for the "limited review" restrictive covenants. M. Soletski indicated that he had anticipated having the proposed language for review at this meeting.

C. Lamine apologized for the oversight in that J. Motquin left the language in his office. He indicated that we would have it available for the committee members in advance of the next meeting.

J. Motquin indicated that the Brown County CSM review process already utilizes similar strategies to identify approximate environmentally sensitive areas (ESAs) for larger parcels. He indicated that approximate wetlands illustrations are allowed for larger lots where uplands and wetlands exist. He also indicated that soil testing requirements can be waived if a restrictive covenant is used stating *"The wetlands are approximate on Lot 1 due to the large size of the lot and the location of the wetland and ESA. The wetland and ESA boundary shall be properly identified by a certified wetland delineator hired by the affected landowner, and concurrence provided by the appropriate regulatory agency should any development on Lot 1 occur within 50' the wetland or ESA. Any WDNR-approved wetland delineation report/map, along with the approval letter, shall be submitted to Brown County Planning Commission for verification."*

D. Chrouser indicated that Brown County staff has been willing to use the approximate wetland approach in cases that were very obvious in the field. In some cases, this approach may not work due to the difficulties involved in identifying all components of a wetland.

B. Bosiacki indicated that the existing system inspection requirement for private onsite wastewater treatment systems (POWTS) may be a moot point in five years. All existing POWTS must be placed on the State mandated maintenance program within five years of October 2008.

C. Lamine, B. Bosiacki, and J. Motquin indicated that Brown County staff would be willing to continue to utilize a limited environmental identification review process by utilizing the above discussed restrictive covenants and/or approximation methods.

M. Soletski and N. Dantine indicated that they would not favor calling the current parcel an outlot as this would limit the ability to build on the remaining landowner's property.

D. Reim indicated that the definition of an outlot would play an important part in his decision. He requested a definition from a legal source such as a law textbook.

N. Dantine indicated that farmland preservation ordinances in several towns in Brown County would eliminate the need for either requiring CSMs for land divisions under 40 acres or calling the parcel an outlot as the farmland preservation programs require that individual parcels remain 35 acres or more in size.

M. Soletski indicated that time was becoming a limiting factor for this meeting. He requested that Brown County staff prepare language for restrictive covenants to accompany the proposed 40 acre rule. In addition, he requested that someone make a motion to postpone discussion and all decision making processes until the next meeting.

A motion was made by C. Lamine, seconded by G. Callis, to postpone decisions on all agenda items until the next meeting. Motion carried unanimously.

b. Land division applicability – Lot line adjustments (s. 21.04)

A motion was made by C. Lamine, seconded by G. Callis, to postpone decisions on all agenda items until the next meeting. Motion carried unanimously.

c. Clarification of language for combination CSMs (s. 21.50)

A motion was made by C. Lamine, seconded by G. Callis, to postpone decisions on all agenda items until the next meeting. Motion carried unanimously.

d. Lot and Outlot characteristics discussion (s. 21.63 and proposed s. 21.67)

A motion was made by C. Lamine, seconded by G. Callis, to postpone decisions on all agenda items until the next meeting. Motion carried unanimously.

5. Other Matters.

None.

6. Establish next meeting date.

The Chapter 21 Subdivisions Ordinance Revisions Subcommittee meetings are the last Thursday of each month. The next meeting will be Thursday, June 25, 2009. Brown County staff has reserved either Sophie Beaumont Room E7 or Northern Building Room 200 for all upcoming meetings in 2009 due to the anticipated public interest in the upcoming topics.

7. Adjourn.

A motion was made by B. Bosiacki, seconded by D. Chrouser, to adjourn. The meeting was adjourned at 4:31 p.m.

PORT AND SOLID WASTE DEPARTMENT



Approved:

6/8/2009

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

CHARLES J. LARSCHIED

PHONE: (920) 492-4950 FAX: (920) 492-4957

PORT AND SOLID WASTE DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on Monday, **MAY 11, 2009**, 11:30AM
at Holiday Inn – City Centre, Green Bay, WI.

The meeting was officially called to order by President McKloskey at 11:40AM.

1) Roll Call:

Present: President Neil McKloskey
Vice-President Tom Van Drasek
Commissioner John Gower
Commissioner Craig Dickman
Commissioner Bernie Erickson
Commissioner Ron Antonneau
Commissioner Hank Wallace

Excused: Commissioner Bill Martens
Commissioner John Hanitz

Also Present: Charles Larscheid, Brown County Port & Solid Waste
Dean Haen, Brown County Port & Solid Waste

2) Approval/Modification – Meeting Agenda

A motion to approve the meeting agenda was made by Ron Antonneau and seconded by Craig Dickman. Unanimously approved.

3) Approval/Modification – April 13, 2009 Meeting Minutes

A motion to approve the April 13, 2009 meeting minutes was made by Ron Antonneau and seconded by Bernie Erickson. Unanimously approved.

4) U.S. Army Corps of Engineers Dredge Material Management Plan Letter-Request for Approval

Manager Haen reviewed a letter to be sent to the U.S. Army Corps of Engineers (USACE) at their request. The letter will be signed by both Manager Haen and President McKloskey. In the letter, Brown County acknowledges they are aware of the local sponsorship requirement of 35% to build Cat Island and expand Bay Port which would make the County responsible for \$12M of a \$34M project. Haen felt this was also an opportunity to discuss vertical expansion that identifies Cat Island as a disposal location for future outer harbor dredging and Bay Port as the future disposal site for the inner harbor dredging. The determination made by the USACE is based solely on economics and does not take into consideration any of the environmental benefits, etc. Manager Haen feels the USACE base plan is under-estimated. Haen believes obtaining the \$12M is dependant on

leveraging our limited resources and competitively applying for grants through the Wisconsin Harbor Assistance Program (HAP). If HAP does not have funding or Brown County is not successful, Haen is uncertain as to where or how the \$12M local cost share would be obtained. Discussion ensued on the wording in the letter and obtaining the County's portion of the cost share. **A motion was made by Craig Dickman and seconded by John Gower to approve and provide the President's signature with copies to our federal legislators.** Unanimously approved.

5) Economic Impact Mailing - Informational

Manager Haen provided follow-up on the Harbor Commission's suggestion at the April meeting to send out a regional mailing on the economic impact of the Port. A brief letter along with a summary sheet from the current Economic Study done by Bay-Lake Regional Planning Commission, a copy of the press release, and a Port brochure were sent to county board chairs, planning directors, county executives, regional planning commissions, and economic development agencies throughout Northeastern Wisconsin. Haen indicated he has received a couple requests for additional information as well as one business lead.

Haen stated this was quite an extensive list to put together and a lot of time went into finding all the contacts. A copy of the mailing list with over 200 contacts was included in the agenda. Commissioner Gower asked how the list was built and how much time was put into compiling the list. Haen indicated he went to the Counties Association and WEDA as well as other avenues. Haen stated it took quite a while but now that the list is compiled, it can be used again in the future.

McKloskey suggested information on the foreign trade zone be included in any future mailings.

6) Bay Port Drainage Evaluation – Request for Approval

Manager Haen commented on the proposal from Robert E. Lee (REL), the engineering consulting firm contracted to build Bay Port. The Bay Port facility has been in operation for 10 years and the original plan was to have the sedimentation ponds dredged every 10 years. An evaluation would be done of the facility by REL who has all necessary background information on file. The proposal would involve preparing a design plan for improving anything found to be out of compliance. The Brown County Highway would do the repairs if necessary. The cost for the evaluation would be \$11,800 and would be reimbursed to Brown County by the USACE. Haen stated Purchasing was contacted and they gave approval to proceed with REL as the contractor. The cost of doing the annual surveying of Cell 7 is included in the estimate. Normally the survey is done in fall at a cost of \$2500, however, since REL will be on site the surveying will be done at that time for a cost of \$1400. Haen explained why this work is necessary and discussion ensued. **A motion was made by Hank Wallace and seconded by Ron Antonneau to approve the letter for improvements of \$11,800, with the stipulation that this issue be brought back during the design phase and construction phase.** Unanimously approved.

7) Cell 7 Demonstration Project - Update

Manager Haen gave an update on Cell 7. The Brown County Highway Department filled Cell 7 to grade. Manager Haen met with River Valley Testing, the firm that originally installed the pizometers under Cell 7 to measure any slope failures and/or differential settlement. River Valley Testing requested 6 months of data from the time the cell was filled until the time a request would be submitted to the WDNR for removal of the demonstration project. In 2000 a purchase order, with an agreed upon price, was approved. This September a request for WDNR approval to implement the Cell 7 demonstration project over the entire facility will be brought to the Commission. This would increase the capacity of the site by 3 times the current capacity.

8) Economic Stimulus Funding - Update

Manager Haen reported that unfortunately Brown County's requests from the U.S. government's economic stimulus package for 1) additional dredging, 2) Cat Island and, 3) Renard Island were unsuccessful. The Great Lakes received only 2% of the nation's USACE budget. Locally money was received at the Ports of Manitowoc and Sturgeon Bay. Haen indicated that he will continue pursuing any available funding opportunities. Discussion ensued on the NOAA grant and the Cat Island Chain.

9) Bylsby Avenue Development - Update

Manager Haen updated the Commission on the Bylsby property where the tank basins were previously located. Brown County sent a letter last month to the USACE requesting approval to fill in the tank basins which are man-made. However, since vegetation is now growing on this site, it is seen by the USACE and the WDNR as a wetland. Manager Haen met with the USACE who requested more information which is outlined in this letter. Haen reviewed the letter with the Commission. President McKloskey, on behalf of the Commission, commended Manager Haen on his work. Based on Haen's understanding of the mitigation process, he would like to pursue making the 1600 acres of the CAT Island chain its own mitigation bank. Currently there is only one mitigation bank in Wisconsin with the price per acre at \$30,000. Haen spoke with U.S. Fish & Wildlife and the USACE and both agencies are open to the idea.

10) Closed Session

19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business. . . . pertaining to Fox River Clean-up litigation.

A motion to go into closed session was made by Tom Van Drasek and seconded by Bernie Erickson. Unanimously approved.

Present: President Neil McKloskey
 Vice-President Tom Van Drasek
 Commissioner John Gower
 Commissioner Craig Dickman
 Commissioner Bernie Erickson
 Commissioner Ron Antonneau

Excused: Commissioner Hank Wallace
Commissioner Bill Martens
Commissioner John Hanitz

A motion to return to regular session was made by Bernie Erickson and seconded by Tom Van Drasek. Unanimously approved.

Present: President Neil McKloskey
Vice-President Tom Van Drasek
Commissioner John Gower
Commissioner Craig Dickman
Commissioner Bernie Erickson
Commissioner Ron Antonneau
Commissioner Hank Wallace
Excused: Commissioner Bill Martens
Commissioner John Hanitz

11) Audit of Bills – Request for Approval

A motion to approve the bills was made by Hank Wallace and seconded by Tom Van Drasek. Unanimously approved.

12) Tonnage Report

Manager Haen distributed a copy of the tonnage report for April. To date the Port has received 11 ships compared to 35 to 40 ships last year. Haen noted tonnage is down 65% with 35% of the Great Lakes fleet not moving on the lakes. Other ports are experiencing the same thing.

13) Director's Report

Strategic Plan

The Strategic Plan was approved originally in 2000 and updated in 2005. Within the plan are 5 goals: 1) dredge material management, 2) expanding cargo, 3) infrastructure, 4) property acquisition and, 5) self-sufficiency. Haen feedback from the Commission as to whether the current Strategic Plan should be reviewed and/or revised. Discussion ensued. Haen stated he would begin to work on the Strategic Plan based on the Commission's suggestions.

Green Bay Cellcom Marathon

Manager Haen reminded the Commission that the Green Bay Cellcom Marathon is taking place on Sunday, May 17th.

14) Such Other Matters as are Authorized by Law

15) Adjourn

A motion to adjourn was made by John Gower and seconded Hank Wallace. Unanimously approved. Meeting adjourned at 12:56pm.

Neil McKloskey, President
Harbor Commission

Charles Larscheid, Director
Port & Solid Waste Department

MINUTES
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, March 9, 2009
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
9:45 a.m.

ROLL CALL

Sunny Archambault	<u> x </u>	Nick Mahlik	<u> x </u>
Betty Bennett	<u> </u>	Byia Martin	<u> </u>
Linda Blohowiak	<u> x </u>	Barbara Natelle	<u> </u>
Diana Brown	<u> </u>	Jennifer Nelson	<u> x </u>
Brandon Cooper	<u> </u>	Sandy Popp	<u> x </u>
Chris Culotta	<u> Exc. </u>	Cole Runge	<u> x </u>
Pat Finder-Stone	<u> x </u>	Jayne Sellen	<u> Exc. </u>
Chris Hasselbacher	<u> x </u>	Julie Tetzlaff	<u> x </u>
Kathy Hillary	<u> </u>	Mary Van Acker	<u> </u>
Kathy Johnson	<u> x </u>	Vacant – BC Board	<u> </u>

OTHERS PRESENT: Lisa J. Conard, Tim Hennig, Steve Rosenbaum for (Nick Mahlik), and Rhonda Schmitt.

ORDER OF BUSINESS

C. Runge called the meeting to order at 9:45 a.m.

1. Approval of the December 8, 2008, TCC meeting minutes.

S. Rosenbaum stated that Medicaid should replace the word Medicare on the last page of the minutes.

A motion was made by K. Johnson, seconded by S. Archambault, to approve the December 8, 2008, TCC meeting minutes as amended. Motion carried.

Introduction of Ms. Rhonda Schmitt.

C. Runge introduced Ms. Rhonda Schmitt. R. Schmitt is the first Mobility Manager for Brown County. The Mobility Manager position is being funded through a WETAP grant with a local match provided by the Forward Service Foundation. R. Schmitt will be located in the Wisconsin Job Center building.

L. Conard noted that creating a Mobility Manager for Brown County was one of the *Action Plan* items identified in the *2006 and 2008 Coordinated Public Transit-Human Service Transportation Plan for Brown County* and in the *2007 Specialized Transportation Study for Brown County*.

R. Schmitt's contact information is as follows:

Rhonda Schmitt
Mobility Manager
Forward Service Foundation
Green Bay Job Center
701 Cherry Street
Green Bay, WI 54301-4932
rschmitt@fsc-corp.org
Phone (920) 448-6741

R. Schmitt stated that she will become the point of contact for unmet transportation needs in Brown County. She stated she is looking forward to working with area agencies.

S. Archambault asked if she can help coordinate trips outside of Brown County.

R. Schmitt stated that this is possible.

L. Conard stated that Door County and Manitowoc County have mobility managers.

J. Nelson stated that Ms. Pam Bush is the Mobility Manager for Door County and would be an excellent resource.

R. Schmitt stated she will be taking a course on Mobility Management in the near future.

R. Schmitt will be invited to future TCC meetings but will not be an official voting member.

2. Discussion of the possibility of hospitals providing post-appointment rides for disabled patients.

C. Runge stated that P. Finder-Stone has discussed the issue with Mr. Jim Collar and Mr. Larry Connor. C. Runge and P. Finder-Stone will be meeting with Mr. Connor on March 25, 2009, and will report back at the next meeting.

C. Runge thanked P. Finder-Stone for making the initial contacts with Mr. Collar and Mr. Connor.

3. Demonstration of the Google Transit trip planning system.

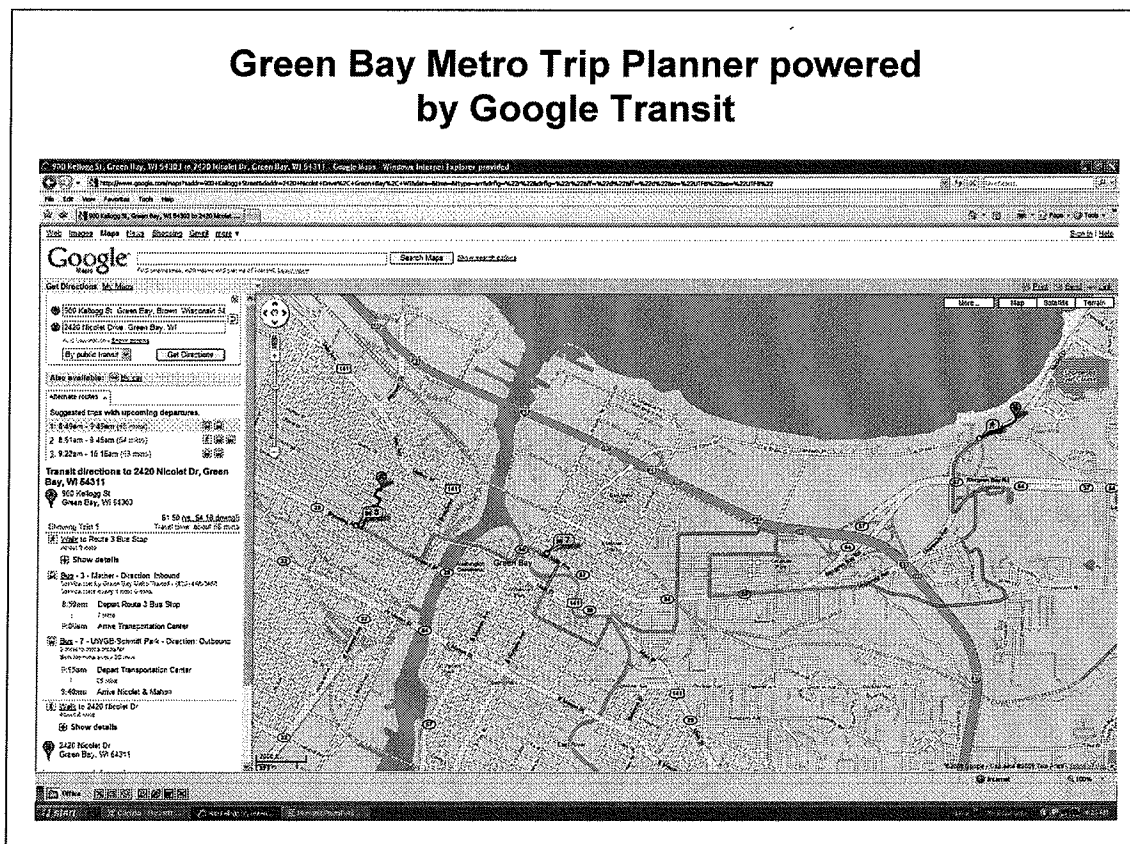
T. Hennig of the Brown County Planning Commission provided the committee with a demonstration of the *Green Bay Metro Trip Planner* powered by Google Transit.

K. Johnson stated that she recently attended a conference in San Francisco. Many in attendance were surprised to hear that a small system such as Green Bay Metro had

the technical capability to provide its customers with the Google Transit tool. K. Johnson thanked T. Hennig and the rest of the MPO staff for their work on the project.

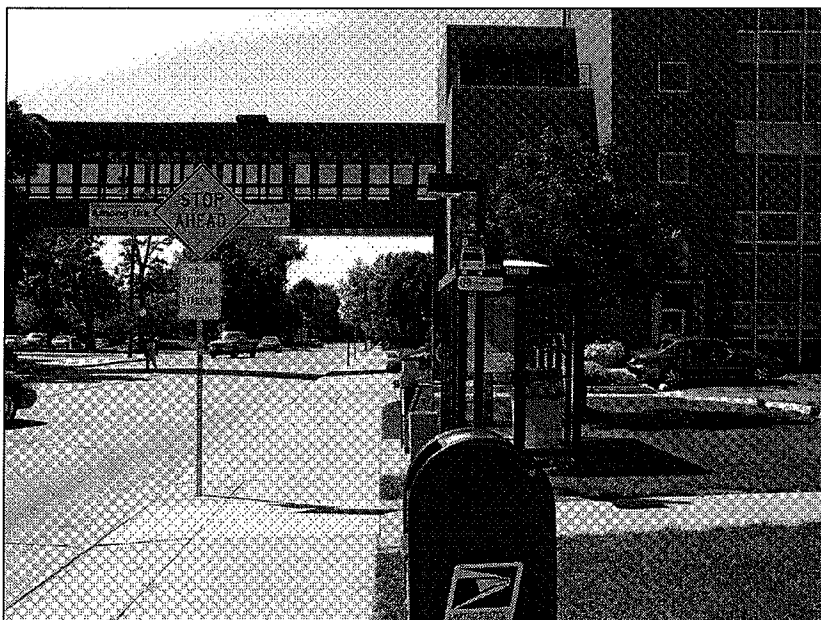
T. Hennig stated that it was a group effort with MPO, Green Bay Metro, Brown County Information Services, and Google Transit staffs participating in the process.

T. Hennig demonstrated a trip scenario by entering a trip origin, trip destination, departure time, and date. Typically, Google will provide three different options. Each option should be reviewed to determine the best fit for the individual. Some scenarios may have more walking but less overall travel time and vice versa.



T. Hennig also showed the bus stop feature. T. Hennig stated that an unpaid intern took a GPS reading and a photo of each of Metro's 1,700 bus stops and documented the following attributes into a database: shelters, benches, sidewalks, pay phones, mail boxes, ashtrays, street lights, and shade.

Green Bay Metro Bus Stop



S. Popp asked if the route changes by Badger Street had been made in Google Transit.

T. Hennig stated yes. T. Hennig stated Google Transit can be accessed through the city of Green Bay's website, Green Bay Metro's website at www.GreenBayMetro.org, or directly through Google Transit. It can even be accessed by a cellular phone.

C. Runge stated that the Brown County Planning Commission staff is available to provide Google Transit Trip Planner demonstrations to area agencies upon request. C. Runge stated that staff has made several already, including one to the Job Center staff and clients.

Brown County Planning Commission staff developed a Google Transit Trip Planner information card (business card sized). The card was made available to committee members.

T. Hennig stated that the next step would be for Green Bay Metro to purchase a network server so Metro could host its own trip planning tool. This would eliminate the dependence on Google Transit. This should be tied to the Automatic Vehicle Location (AVL) technology Metro hopes to receive funding for in the future. This would allow the user to view, in real time, where the bus is relative to their stop.

C. Runge stated that if the Green Bay Metro-Valley Transit Commuter Service is implemented, the two systems could be tied together through the trip planning software as well.

4. Other matters.

K. Johnson asked C. Runge for an update of the status of the Regional Transportation Authority (RTA) effort.

C. Runge stated that he was recently told that the State of Wisconsin Legislative Council on Regional Transportation Authorities met on Wednesday, March 4, 2009. The committee, with bipartisan support, recommended RTA enabling legislation for the state by a vote of 18 to 2. A draft bill will need to be written and C. Runge is hopeful that this will pass through the state assembly and senate in the near future.

S. Popp stated that she has lived near the intersection of Military Avenue and Western Avenue for approximately 20 years. She has seen many legally blind (with cane) individuals cross Military Avenue.

S. Popp stated she was aware that the city of Green Bay recently approved installing six roundabouts along Military Avenue, but later opted not to.

S. Popp asked C. Runge if roundabouts are safe for pedestrians.

C. Runge stated that roundabouts have proven to be safer for pedestrians than traffic signals. There are more than 20 roundabouts in Brown County.

S. Popp stated that all traffic must stop for someone with a cane (an individual with vision impairment) whether they are at a signalized intersection or at a roundabout.

L. Blohowiak indicated that if a roundabout is built near ASPIRO, she would appreciate roundabout training for her clients.

C. Runge stated that this should be discussed.

Discussion occurred regarding the 24 proposed roundabouts along US 41 in Brown County and the three roundabouts planned for Velp Avenue in Green Bay and Howard. The projects are under the jurisdiction of WisDOT.

R. Schmitt stated that Forward Service Foundation will be hosting a transportation network meeting intended to allow agencies to meet R. Schmitt and discuss items of mutual interest. The meeting will be held on:

Tuesday, March 31, 2009
Green Bay Job Center
701 Cherry Street
Green Bay, Wisconsin
10:30 a.m.

R. Schmitt stated that she has met with Dr. David Littig of the Bay Area Community Council to discuss the transportation needs of low-income residents.

P. Finder-Stone stated that she is a member of the Bay Area Community Council.

Dr. Littig has been interviewing people and collecting transportation-related data. The results of the survey will appear in a white paper. Surveys have been conducted at Job Service and at ASPIRO, among others. St. Norbert College will be tabulating the results of the survey.

TCC members indicated they would like to extend an invitation to Dr. Littig to share the results of his study. The Brown County Planning Commission staff will invite Dr. Littig to a future meeting.

J. Nelson reported that Red Cross is now using the software program *Route Match* to schedule trips and dispatch vehicles for their transportation program. Early results appear to be very favorable. J. Nelson will provide the committee with detailed data at a future meeting.

C. Hasselbacher indicated Brown County Human Services clients are not receiving notices from Green Bay Metro that their paratransit certification needs to be renewed.

K. Johnson stated that a postcard is mailed to each client approximately six weeks prior to expiration. However, many of the notices are returned to Metro when clients move and their addresses are no longer valid. It is important for the clients to notify Green Bay Metro staff when a change in address occurs.

C. Hasselbacher will let case managers know that the renewal notice is sent in the form of a postcard and that paratransit clients should look for it in the mail.

S. Rosenbaum stated that Medi-Vans staff is not accepting Medical Assistance (MA) trip appointments during the peak hours. S. Rosenbaum stated that the state reimbursement rate is too low and that many providers have dropped and continue to drop out of the program. S. Rosenbaum stated that there was once over 500 certified MA transportation providers in the state, now there is less than 170.

It was determined by the committee that a local MA private provider is no longer offering the service. This has resulted in more MA trip requests for Medi-Vans and potentially more trips for the Paratransit Program.

S. Popp stated that state MA reimbursement rates are very low for the following:

- Personal care workers
- Dental services
- Transportation services

S. Popp indicated that Options for Independent Living staff has shared this information with area legislators.

S. Rosenbaum explained that most MA trip requests come from a client who is in a nursing home. Oftentimes the driver will arrive and the client will not be ready. This adds to the time it takes to make the trip. Many of the MA trips take 60 minutes or more. The reimbursement rate does not cover the cost of providing the trip.

The committee agreed that the problem is getting worse.

S. Rosenbaum stated that Medi-Vans provides a large number of trips to and from dialysis centers on Monday, Wednesday, and Fridays.

K. Johnson stated that Metro is offering special fixed route service three times a week to dialysis patients that use the clinic on Riverside Drive because the #16 – Oneida Gaming-Ashwaubenon route has been rerouted due to the STH 172 repair project. The service is also open to the general public.

K. Johnson stated that if clients can, they should take a fixed route bus to the dialysis appointment, and paratransit, if needed, on the return trip.

C. Runge set the next meeting for:

Monday, June 8, 2009
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
9:45 a.m.

5. Adjourn.

C. Runge closed the meeting at 11:28 a.m.

(DRAFT) MINUTES
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, June 8, 2009
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
9:45 a.m.

ROLL CALL

Sunny Archambault	<u>x</u>	Nick Mahlik	<u>x</u>
Betty Bennett	<u>x</u>	Byia Martin	<u>x</u>
Linda Blohowiak	<u>x</u>	Barbara Natelle	<u> </u>
Diana Brown	<u>x</u>	Jennifer Nelson	<u>x</u>
Brandon Cooper	<u> </u>	Sandy Popp	<u>x</u>
Chris Culotta	<u>Exc.</u>	Cole Runge	<u>x</u>
Pat Finder-Stone	<u>x</u>	Jayne Sellen	<u>x</u>
Chris Hasselbacher	<u>x</u>	Julie Tetzlaff	<u>x</u>
Kathy Hillary	<u> </u>	Mary Van Acker	<u> </u>
Kathy Johnson	<u>Exc.</u>	Vacant – BC Board	<u> </u>

OTHERS PRESENT: Kim Chong, Lisa J. Conard, Sue Premo, and Steve Rosenbaum.

ORDER OF BUSINESS

1. Approval of the March 9, 2009, Transportation Coordinating Committee meeting minutes.

A motion was made by B. Bennett, seconded by P. Finder-Stone, to approve the March 9, 2009, Transportation Coordinating Committee meeting minutes. Motion carried.

2. Update on meetings with representatives of St. Mary's Hospital, Bellin Hospital, and Medi-Vans about post-appointment rides for disabled patients.

C. Runge stated that he and Pat Finder-Stone met with area hospital administrators in March of 2009 to discuss post-appointment transportation services, particularly those trips provided by Medi-Vans under contract with Green Bay Metro. A second meeting was held in May of 2009 with hospital administrators and Steve Rosenbaum to discuss specific actions that could be taken to address post-appointment pick-ups.

C. Runge stated the meeting participants addressed how to deal with a client's pick-up reservation if an appointment runs late due to unanticipated tests, etc.

S. Rosenbaum stated that if a client is not ready at the scheduled pick-up time, the driver will come back later, but this could mean a long wait for the client.

S. Rosenbaum stated that clients could also be ready at the original pick-up time, but are waiting at the wrong entrance/exit. This creates delay and other scheduling problems for Medi-Vans staff.

C. Runge stated that the meeting participants discussed designating a single entrance/exit at all medical facilities for van drop-offs/pick-ups.

S. Rosenbaum stated that Medi-Vans does this for trips to and from Bay Park Square mall. He stated that this is also a system that works well at the Medical College of Wisconsin in Milwaukee.

J. Nelson stated that the Red Cross does this as well.

Committee members suggested that a lanyard or bracelet be given to the client indicating that they will be picked up by Medi-Vans after their appointments.

S. Rosenbaum stated it may be difficult for a driver to place a lanyard or bracelet on a passenger.

J. Nelson stated that Red Cross gives its clients a card that states "Lakeland Chapter of the American Red Cross" accompanied by the phone number so the client or staff member can call and let Red Cross staff know if they will be running late. However, many of Medi-Vans clients are non-verbal and may not be able to communicate that they are scheduled to be picked up by Medi-Vans.

C. Runge explained that most facilities have concierge services. Often the concierge acts as the first and the last point of contact for a client. Perhaps coordination can occur here.

B. Bennett asked about the prioritization of trips.

S. Rosenbaum stated that the ADA and paratransit contract require Medi-Vans to accept all paratransit trip requests. The type of issue we are dealing with today is primarily associated with medical trips. Shopping trips, for example, go smoothly, as the client sets the drop-off and pick-up time.

C. Runge thanked P. Finder-Stone for making the arrangements to meet with hospital administrators.

The administrators will be discussing this issue with their staffs.

L. Blohowiak agreed that it will be up to each facility to work this out with staff and support this effort to improve post-appointment transportation.

B. Martin asked if the Medi-Vans drivers had any insight to solving the problem.

S. Rosenbaum stated that he would be meeting with the drivers this week and would discuss this issue.

S. Rosenbaum stated that Medi-Vans staff is currently collecting post-appointment and hospital discharge information to determine if there are any common problems.

B. Bennett stated that she supports this initiative.

C. Runge suggested that if timely pick-up trips cannot be made that the hospital could consider contracting with a private provider to provide demand-response trips or consider making a van available for hospital volunteers to drive the clients home.

C. Runge will be in contact with hospital administrators and report back at the next meeting.

3. Discussion of developing a transportation coalition in Brown County.

C. Runge stated that he and L. Conard met with Forward Service Foundation staff and the Brown County Mobility Manager to discuss the formation of a transportation coalition in Brown County.

The coalition would bring together representatives from area groups that address transportation issues, and it could be responsible for identifying transportation needs and possible methods of meeting the needs.

S. Archambault asked if that was the role of the TCC.

C. Runge stated that the TCC tends to address transportation for the elderly and persons with disabilities. The coalition would deal with all types of transportation, including employment-related trips.

C. Runge stated he envisions groups such as the Brown County Housing and Homeless Coalition and Bay Area Community Council to participate in the coalition.

L. Blohowiak stated that she is a member of the Northeast Wisconsin Regional Access to Transportation (NEWRATT) Committee, and the committee looks at transportation on a regional level.

C. Runge stated that a member of NEWRATT could serve on the coalition.

C. Runge stated that Forward Service Foundation staff and the Mobility Manager for Brown County would be discussing the creation of the coalition with potential members in the coming weeks.

4. Other matters.

S. Archambault asked about the status of the RTA.

J. Sellen stated that the state Joint Finance Committee removed the RTA for the Fox Valley from the governor's budget proposal. The Green Bay area was not included in the Governor's budget.

The Legislative Council Special Committee on Regional Transportation Authorities has recommended a RTA for the Fox Valley and Green Bay. If included in the state budget, it will likely be written so that a referendum would need to take place locally to determine the level of support for a RTA.

C. Runge explained that the "100 bus exemption," if included as part of the next transportation law, would allow Green Bay Metro to receive federal operating assistance after the 2010 census when the Green Bay Urbanized Area will likely have a population of 200,000 or more. If it is not included, Green Bay Metro could be facing a \$550,000 deficit.

C. Runge stated that the need for a RTA will still exist even with the exemption because Green Bay Metro has experienced, and will likely continue to experience, decreases in the proportion of combined federal and state operating assistance.

C. Runge stated he was pleased to see that Larry Delo, administrator for the City of De Pere, has been advocating for a RTA in the Green Bay area. Outside of staff, it is important that individuals from the area champion the cause.

S. Popp asked about the status of the closed captioned version of the "How to Ride the Bus" video on Green Bay Metro's website.

C. Runge stated that Tim Hennig left the Planning Department in April and that the new GIS Planner will look into this in July.

S. Popp stated that she is aware of several local private transportation providers that no longer are accepting MA-subsidized trips. This is due to the low reimbursement rate.

Committee members agreed that this is an issue facing citizens of Brown County and elsewhere.

J. Sellen agreed to look into the amount of funding dedicated to specialized transportation in the state budget. J. Sellen will share this information with C. Runge in the near future.

C. Runge set the date of the next Transportation Coordinating Committee for 9:45 a.m. on Monday, September 14, at the Green Bay Metro Transportation Center located at 901 University Avenue.

5. Adjourn.

C. Runge closed the meeting at 10:45 a.m.